

## **DEVELOPMENT/PLANNING MANAGER**

### **PURPOSE AND NATURE OF WORK**

This is highly responsible professional and administrative work in managing a division within the Department of Planning, Zoning and Codes. Responsibilities and area of concentration will be in zoning administration, development review or transportation/comprehensive planning. Employees of this class direct the preparation and presentation of studies recommending governmental measures affecting land use, public utilities, community recreational facilities, housing, transportation, zoning and subdivision of property, and other areas which guide and control community development and renewal. Supervises a staff of professional, technical and clerical employees. Work is performed with considerable independence under the general direction of a departmental director.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Supervises the outline and compilation of data necessary for specific planning recommendations and decisions. Directs and participates in the preparation and presentation of studies and reports concerning plans and projections for land use, zoning, land subdivision, streets, drainage, utilities, parking, schools, parks and other capital improvement issues and areas of concern. Presents reports and recommendations to the planning or zoning commissions, City-Parish Council, and several other regulatory boards and commissions. Confers with and advises developers, engineers, architects, attorneys and other interested parties with respect to zoning and subdivision regulations and long-range planning activities. Discusses and advises applicants concerning rezoning requests. Assists the director in developing long-range planning programs, and short-range planning projects. Coordinates planning and development efforts with other departments, groups, and/or individuals involved in developing and implementing the short- and long-range planning objectives. Communicates with other local, state and federal government agencies on land use regulations and capital improvement projects. Maintains major portions of the budgetary responsibility within departmental guidelines.

Performs related work as required.

### **NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS**

Thorough knowledge of, and the ability to apply, various principles, practices and techniques of community and urban planning.

Thorough knowledge of, and the ability to apply, various local and state regulations governing land use, zoning and land subdivision.

Considerable knowledge of economics, municipal finance, and various sociological factors which influence urban planning and development.

Considerable knowledge of the purpose and function of various local, state, and federal agencies as they pertain to land use and capital improvement.

Ability to supervise the collection and analysis of planning data and the preparation of detailed reports and recommendations.

Ability to formulate effective plans for community and urban development.

Ability to interpret and communicate ordinances and regulations governing zoning and land subdivision.

Ability to establish and maintain effective working relationships with officials, developers, architects, attorneys, engineers, representatives from other governmental agencies, and other employees.

Ability to plan, organize and supervise the work of subordinates.

Ability to express ideas clearly and concisely, both orally and in writing, to groups and individuals.

### **DESIRABLE TRAINING AND EXPERIENCE**

Master's degree in urban and regional planning, certification by the American Institute of Certified Planners, and considerable professional-level experience in community and urban planning or related work; or any equivalent combination of training and experience.